**Staff Development/Flex Meeting Minutes**

**Wednesday, 12/06/23 3:00pm – 4:00pm- LR223C**

Meeting commenced at 3:00pm

Present: Katie O’Brien, Brenda Harlow, Michaela Brehm, Adam Wetsman,

**I. Minutes** from 11/15/23 not reviewed as no quorum achieved until the end of the meeting.

**II. Updates**

A. CSEA – N/A

B. MCC– Training on safety infrastructure related to active shooters and setting up an emergency operation center is being planned.

C. Technology– N/A

D. Leadership Academy – N/A

E. Distance Education – N/A

**III. Committee Re-structuring Discussion Update** – Discussions about restructuring the Staff Development Committee so thatit's equally responsive to classified and management needs as faculty continue. Angela Rhodes wants to take it back to the Academic Senate. A key challenge is how to maintain Senate primacy for faculty, professional development, while still making sure that classified and management professional development needs are being equitably addressed and supported.

**IV. Other**

A. On Course ChatGPT workshop update – The 1/24/24 workshop is near its capacity and Katie

will touch base with facilitator Jonathan Brennan about his room preference.

B. Equity & Culturally Responsive Teaching course update- 18 people have signed up so far, including a few classified employees. Katie will let the classified staff know they can certainly take the course, but that they should be aware that this is explicitly geared for those who teach. This will be facilitated by Julio Flores and Kelly Lynch. 12 completers can earn $500 stipends and the rest can earn 24 hours of FLEX credit.

C. Staff Recognition for IT Update – IT staff will be honored at the Board meeting next Wednesday. Katie will follow up the next day to announce the “Better Together” recognition coming from Staff Development to show appreciation for their efforts to address the network breech.

D. De-Escalation 2.0 training, Friday, 4/5/24 – This follow up will be available in person and via zoom, and be offered in a morning session which will be repeated in the afternoon to enable all staff to participate. RHCFA President Diana Valladares is requesting a “save the date” go out before the semester ends, so faculty can have it on their calendars.

E. Spring for “Zine” workshops for faculty & staff- Staff Development will assist in marketing these sessions and FLEX will be offered for faculty participants.

F. January Committee Meeting – 1/17/24 – at 2:00pm.

**FLEX Meeting**

1. FLEX Reporting Deadline for Adjuncts Update – Deadline December 1st and was extended for 10 days.
2. FLEX Request

“I have a question. I’m not doing it for Flex credit, but I was wondering if it could count towards it. Starting in mid-October, I began giving one of my students a ride home. She was struggling to pay for her Uber ride to and from Rio 2 times a week, so I offered to take her home. We talk about school, her other classes, future ambitions, and life problems.”

Request Denied.

1. Spring 2024 Professional Development Day – In person and Hybrid. The location will be the AJ Mat room for a limited number of in person attendees.

A. Spring Anti-Bias recording – A captioned recording of last spring’s training is still being processed. As soon as it’s available, Katie will send it out to the campus so that those who we’re in attendance can view it prior to the follow up session on our PD day.

B. Maxient Incident Reporting Software – A recording to introduce this system will be made available for asynchronous viewing and will earn faculty a ½ hour of FLEX credit.